



DEPARTMENT OF THE AIR FORCE
AIR FORCE RECRUITING SERVICE (AETC)

1 Oct 02

MEMORANDUM FOR SQUADRON PERSONNEL

FROM: 367 RCS/CC
3990 East Bijou Street
Colorado Springs CO 80909-6806

SUBJECT: Off-Duty Employment

1. The following are my guidelines for off-duty employment. They are intended to balance mission accomplishment with personal desires for additional income.
2. Off-duty employment is acceptable provided it is pre-approved and will not hinder or degrade performance of your primary job.
3. Ensure you complete an application (AF Form 3902) prior to off-duty employment. This form will be placed in your personal Information File (PIF) in the personnel office.


THOMAS Y. HEADEN, Lt Col, USAF
Commander